

Date:12/18/2006

Re: Canal Certificates of Insurance

Historically Canal has only permitted our General Agents to issue “certificates of insurance”. While this has been the official position of Canal, it is evident many Producing Agents issue Certificates. To appropriately respond to the current marketplace, Canal has changed our position as respects issuance of “certificates of insurance”:

- COPIS provides functionality to issue “certificates of insurance”. If the certificates are entered into COPIS, cancellation notices will be issued for mailing to certificate holders whenever a policy is cancelled. This functionality is unchanged from our current PI system.
- Canal will permit agents (retail or general) to issue “certificates of insurance”, which are not entered into COPIS. However, the issuing agent will be responsible for issuing cancellation notices to the certificate holder and assume all responsibility for any errors in the certificate. If the agent (retail or general) issues “certificates of insurance” outside of COPIS, please do not send copies of these certificates to Canal.
- Remember, a Certificate is a reflection of the policy coverage and should never be issued broader than the coverage on the policy.